



# New Hampshire Real Estate Appraiser Board

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State House Annex \* Room 426 \* 25 Capitol Street \* Concord, NH 03301-6312 \* (603) 271-6186

## APPRENTICESHIP APPLICATION

1. Name \_\_\_\_\_  
(First) (MI) (Last)
2. Address: \_\_\_\_\_
3. City & State \_\_\_\_\_  
9 digit zip code
4. Mailing Address (If different from above) \_\_\_\_\_
5. Name of Business: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. City, State & Zip Code \_\_\_\_\_
8. Legal Resident of \_\_\_\_\_  
(State)
9. Date of Birth: \_\_\_\_\_
10. Telephone (Business) \_\_\_\_\_  
(Residence) \_\_\_\_\_
11. SS# \_\_\_\_\_
12. Have you ever been known by any other name? \_\_\_\_\_(Yes) \_\_\_\_\_(No)  
If yes, list in full, each name used and applicable dates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Have you ever had an apprenticeship license or certificate refused, revoked or suspended, or have you ever been otherwise disciplined for real estate appraiser activity in this or any other state?  
Yes \_\_\_\_\_ No \_\_\_\_\_
14. Have you ever previously applied for a real estate appraiser apprenticeship license of certificate in the State of New Hampshire? Yes \_\_\_\_\_ No \_\_\_\_\_
15. List courses completed. Attach proof of having passed the courses. Must have 75 hours of qualifying education. (Use additional sheets if necessary.)

<u>Name of Course</u>	<u>Provider</u>	<u>No. of Hours</u>

16. Supervising Appraiser:

The following New Hampshire licensed or certified appraiser(s) have agreed to be designated as a "Supervising Appraiser" for the purpose of this program. (Note: Apprentices are required to notify the Board office of names of all supervisors. Board will send certification to each supervisor.)

Name of Appraiser	Address	Phone (daytime)
Company		License or certification Number
Name of Appraiser	Address	Phone (daytime)
Company		License or certification Number

17. I understand that this application is of a continuing nature and that I must give correctly and fully the information herein sought. I will, therefore, prior to the time such license or certificate is issued, notify the New Hampshire Board of Real Estate Appraisers of any change in respect to any matter on which information is herein sought, as to any facts hereafter developed, as to any subsequent incident which may have any bearing upon any information herein sought.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature of Applicant)

18. I hereby pledge that I will comply with the standards and ethics set forth in RSA 310-B, and further state that I understand the types of misconduct for which disciplinary proceedings may be initiated against me as set forth in RSA 310-B.

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 (Signature of Applicant)

19. State of \_\_\_\_\_)

County of \_\_\_\_\_) ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, to me personally known to be (or satisfactorily proven to be) the person whose name is affixed to the attached application, and made oath/affirmed that the statements therein contained are true to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_  
 Notary Public/Justice of the Peace

My Commission Expires \_\_\_\_\_



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## APPRENTICE APPLICATION AND INSTRUCTIONS

**NOTE:** Please review the enclosed copy of Board regulations governing the apprentice program.

1. The application consists of **two** pages. Please type or print clearly. Your application must be signed and notarized in order to be processed.
2. Each question must be completed in its entirety. Questions not applicable should be so indicated by entering "N/A". If additional space is required for any of the questions, attach additional pages using the same format as the space provided.
3. Applicants are required to submit documentation of any courses listed in connection with this application.
4. Incomplete applications will delay consideration of your application and the issuance of your apprentice permit. Make sure to include the **\$100** apprentice fee with your application. Remittance must be in the form of a check or money order made payable to **Treasurer, State of New Hampshire.** **(Fees are non-refundable).**
5. The application form must include a designation of the licensed or certified individual who will agree to serve as your "Supervising Appraiser". Regulations require that this individual acknowledge this responsibility in writing. The Board office will independently solicit this acknowledgment from the individual listed in your application.
6. Regulations also require that you notify the Board in writing, **within seven (7) days** in the event that a designated "supervising appraiser" ceases to agree to perform this function on your behalf. An individual may have multiple supervisors, each of whom must be identified to this Board. Please also note that the Board regulations require that the supervisor supply you with a copy of any appraisal report in which you participate. You must return your permit within **30 days** in the event you no longer have direct supervision.
7. The apprentice shall maintain a log on the forms supplied by the Board. These forms may be reproduced. The log will record work performed by the apprentice toward the fulfilling of the experience requirement for licensure or certification. The supervising appraiser is required to sign off on log entries at least monthly. Apprentices must maintain a separate log for each individual designated as a "supervising appraiser".
8. The apprentice shall ensure that the log is available at all times for the Board's inspection.
9. Upon renewal, apprentices will be required to submit the log for the Board's review. Apprentices should take care to **check the appropriate boxes** to indicate their level of participation.

Any questions regarding the apprentice program should be directed to the Board office at (603) 271-6186.